📝 Third Client Meeting

📅 Date 🔗

Wednesday, 29th, May,2024

1:30 pm - 2:40 pm

👤 Participants 🔗

- Xue Jiao
- Qiuling Liu
- Yun Dai
- Chris Bennett
- Yuanwei Wang
- Qingyuan Yang
- Ellien

🥅 Goals 🔗

The primary objective of this meeting was to review the current progress of the project with the client, address any technical challenges, and discuss future enhancements and necessary security measures. Key goals included:

- **Demonstrate Recent Developments:** Showcasing the latest updates, particularly the new login and program management features, to ensure they meet the client's requirements and gather valuable feedback for further refinement.
- **Resolve Technical Issues:** Discussing solutions for ongoing technical challenges affecting deployment, including network and security configurations at the university, to ensure smooth operation and testing of the system.
- **Plan for Future Enhancements:** Discussing the potential for future development and enhancements to the system, including seeking additional funding and support to expand the project scope and implement advanced security measures.
- **Optimize System Processes:** Reviewing and refining system processes and templates to enhance efficiency and data accuracy, ensuring the system only captures and manages essential information.

🗣️ Discussion topics 🔗

Item	Presenter	Notes
Presentation of Current Work:	All Team Member	The team presented updates on the development progress, including showcasing the login page and other critical features of the system. It was noted that admin access was restricted and certain technical issues related to IP configurations and Wi-Fi connections were discussed.
Deployment Challenges:	All Team Member	Discussions were held regarding deployment challenges, particularly issues related to connectivity and potential port blocking by university security systems. The team explored alternatives for testing using different network settings to circumvent these issues.
Interface Development:	All Team Member	The team reviewed the user interfaces for various features, such as booking and program management. The interfaces have been

		designed to be user-friendly and intuitive, with functionalities like adding and editing bookings directly highlighted.
Checklist and Template Adjustments:	All Team Member	The client and team went through checklists and templates to refine the details that need to be captured and managed within the system. Adjustments were made to streamline processes and ensure that only relevant data is maintained.
Technical Setup and Support:	All Team Member	The conversation included technical setup details, particularly around the database connections and the handling of user data securely. The team assured that cybersecurity measures are considered, given the sensitive nature of data being managed.
Future Plans and Considerations:	All Team Member	There was a forward-looking discussion about the need for enhanced security measures and potential funding to develop a more robust system. The client expressed intentions to present the current developments to senior management to secure more support and possibly expand the project scope.

Actions and Next Steps 🔗

- **Resolve Deployment Issues:**
  - The team will continue to troubleshoot and resolve any deployment issues, ensuring that the system can operate reliably in the university's network environment.
- **Refine User Interface:**
  - Based on feedback, the team will make necessary adjustments to the user interfaces to improve usability and functionality.
- **Secure Data and Expand Capabilities:**
  - Plans are in place to enhance data security measures. The client will discuss with higher management to potentially secure more funding for advanced features and security enhancements.
- **Prepare for Expanded Presentation:**
  - The client plans to use the current developments and presentations as a benchmark to advocate for more resources and possibly expand the project's scope.